

VACANCY ANNOUNCEMENT

(Announcement Number: 13-31)

The American Embassy in Kathmandu is seeking an individual for the position of Information Assistant.

OPEN TO: All Interested Candidates

POSITION: Information Assistant

OPENING DATE: September 19, 2013

CLOSING DATE: October 3, 2013

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

Under a general supervision of the Information Specialist, the incumbent performs various duties in support of the Embassy's media programs. The incumbent reviews daily the local press as well as the electronic media news for issues of interest to the Mission, provides assistance in organizing various media events, maintains contacts with media representatives, and monitors daily journalism reports in times of important events. The incumbent translates news items, speeches and press releases as and when required from English to Nepali and vice versa.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A bachelor's degree in journalism, mass communication, political science or social sciences is required.
2. A minimum of three years of experience in the field of press and media is required.
3. Level IV (fluent) Speaking/Reading/Writing English is required. Level IV (fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of Nepal's media, political, economic, social and educational structure is required. Good knowledge of political parties, institutions, and key figures in the mass media is required. Good knowledge of public relations techniques is required.

5. Excellent translation skills are required. The ability to develop and maintain contacts in the media and information circles is required. The ability to use various computer applications such as MS Word, MS Outlook, Power Point and Excel is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm1@state.gov (write “Application for Information Assistant” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Information Assistant”

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